

DECLASSIFIED

E.O. 11652, Sec 3(E) and 5(D) or (E)

NND# 740132

Labor Security Reg  
12-C

Gen. 49 (Revised) U. S. DEPARTMENT OF LABOR

# ROUTING SLIP

*May 19, 1948*  
(Date)

TO:

NAME	<i>Mrs Blake</i>
OFFICE	<i>Dept State</i>
ROOM	<i>418</i>

FROM:

NAME	<i>V S Hudson</i>
OFFICE	<i>Budget + Management</i>
ROOM	<i>3137 Dept Labor</i>

REFERRED FOR: *X-4146*

- |   |  |
|---|--|
| <input type="checkbox"/> Necessary action           | <input type="checkbox"/> Your information        |
| <input type="checkbox"/> See or telephone me        | <input type="checkbox"/> File                    |
| <input type="checkbox"/> Note and return            | <input type="checkbox"/> Previous correspondence |
| <input type="checkbox"/> Approval                   | <input type="checkbox"/> Enclosures              |
| <input type="checkbox"/> Signature                  | <input type="checkbox"/> Distribution            |
| <input type="checkbox"/> Initial file copy          | <input type="checkbox"/> Correction              |
| <input type="checkbox"/> Per telephone conversation | <input type="checkbox"/> Investigation           |
| <input type="checkbox"/> Direct reply               | <input type="checkbox"/> Recommendation          |

Reply for signature of: \_\_\_\_\_

Furnish copy of reply to: \_\_\_\_\_

Remarks: \_\_\_\_\_

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MANUAL  
ON  
SECURITY REGULATIONS

Prepared by  
Office of Budget & Management

**DEPARTMENT OF LABOR**

This Manual on Security Regulations has been provided as a handy reference copy of security regulations applicable to the Department. Keep this manual in your desk and refer to it frequently for guidance in respect to security practices and procedures to be followed.

**MANUAL SECURITY REGULATIONS**

All Departmental personnel and contractors and subcontractors shall observe the security regulations contained herein.

**For Official Use Only**

FOR OFFICIAL USE ONLY

This Manual on Security Regulations has been provided as a handy reference copy of security regulations applicable to the Department. Keep this manual in your desk and refer to it frequently for guidance in respect to security practices and procedures to be employed.

All Departmental personnel are required to read and understand the security regulations contained herein.

FOR OFFICIAL USE ONLY

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**SECURITY REGULATIONS OF THE DEPARTMENT OF LABOR.****I. GENERAL.**

A. The purpose of this regulation is to prescribe the security rules for classifying or grading, marking, reproducing, handling, transmitting, disseminating, storing, and destroying official material originating in or coming under control or jurisdiction of the Department.

B. Official material originating in or coming under jurisdiction of the Department is of varying degrees of value to all nations, including any potential enemies of the United States, both internal and external, and, therefore, requires corresponding degrees of protection to prevent disclosure to unauthorized persons. Official material must be examined and, if protection is required, classified (or graded) in accordance with the degree of protection deemed necessary. The definitions and policies stated in this regulation are to insure the accurate and uniform classifying or grading and appropriate protection of official material.

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C. Definitions.

1. CLASSIFIED MATERIAL. Classified material refers to official material containing information to which a security classification has been assigned. As used herein it also includes copies of official documents and any other official materials such as letters, instructions, memoranda, telegrams, airgrams, despatches, reports, notes, rough drafts, shorthand notes, carbons, and carbon copies which contain classified information.

2. CLASSIFYING OR GRADING. Classifying or grading includes rendering a decision relative to the degree of safeguarding required for a particular item of information and the act of stamping or otherwise marking, with an indication of one of the prescribed security classifications, the physical form in which the information appears.

3. CRYPTOGRAPHIC MATERIAL. Cryptographic material includes all documents and devices employed in changing plain-language messages into unintelligible form by means of codes and ciphers.



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4. CRYPTOGRAPHIC SECURITY. A general term denoting the provision of technically sound cryptographic systems, their proper use, and their careful safeguarding.
5. CRYPTOGRAPHIC SYSTEM. Code and/or cipher and instructions therefor.
6. DECLASSIFYING. The act of removing entirely a previously imposed security classification, thus making the information involved unclassified.
7. DOCUMENTS. Any form of recorded information. The term document includes printed, mimeographed, typed, photostated, and written matter of all kinds; despatches, instructions, telegrams, memoranda, reports, minutes, airgrams, charts, maps, drawings, notes, or photostatic copies; photographs and photographic negatives; and all other similar matter.
8. DOWNGRADING. The Act of lowering the assigned security classification of classified documents and material.
9. OFFICIAL MATERIAL. Information in oral or documentary form in the conduct of official government business.

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10. PARAPHRASING. A restatement of text in different phraseology without alteration of its meaning.

11. TELEGRAM. Any communication sent (or intended to be sent) by electrical means.

12. TRUE READING. The unparaphrased literal text of a telegram or airgram.

13. UPGRADING. The act of changing the assigned classification of official material upward.

14. STORAGE. Storage refers to the manner in which classified material is protected by physical or mechanical means or other security measures taken to protect classified material outside of working hours, or to the manner in which it is protected during working hours when not under personal supervision. *(yorkon?)*

## II. EXAMINATION AND CLASSIFICATION OF MATERIAL.

A. Official Material Will Be Examined. All originators of official material will make a determination as to the necessity of its being placed in one of the four security classification. If a security classification is required, the material will be graded and the

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physical form in which it appears will be marked TOP SECRET, SECRET, CONFIDENTIAL, or RESTRICTED.

B. Classifying or Grading.

1. Persons authorized to classify official material are outlined in paragraph IV.
2. Each document will be graded or classified according to its own content and not necessarily according to its relationship to another document except telegrams referring to previously classified telegrams (~~see paragraph III-B~~). This also applies to ex-tracts from classified documents, except certain telegrams which bear the notation "paraphrase before communicating ~~etc~~". Ex-tracts from such telegrams will be classified the same as the telegrams from which taken unless the extracts are paraphrased. If paraphrased, such extracts may be classified according to the nature of their contents.

C. Only One Security Classification. Only one security classification will be assigned to a single document or device.

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D. File of Documents. The classification of a file or group of physically connected documents will be that of the highest classified document contained therein. A letter of transmittal will be classified at least as high as any of its enclosures.

E. Overclassification. Documents or material requiring classification under the provisions of these regulations will be assigned the least restrictive classification consistent with the proper safeguarding of the information or material concerned. OVERCLASSIFICATION MUST BE AVOIDED since it causes unnecessary delay and expense in the handling and transmission of documents, overburdens storage facilities, and depreciates the importance of classified information in the minds of handling personnel.

F. Automatic Downgrading or Declassifying. Whenever practicable the classifying officer will place a notation on the document that upon the happening of a specified event or on a named date, the classification of the document will be reduced automatically to a stated lower classification or cancelled altogether without reference to the originating or higher authority. In the case of telegrams it will be

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necessary to include within the text any instructions relative to automatic downgrading or declassifying. Such instructions are in addition to the notation Verbatim Text required by the provision of paragraph V C 5a below. (See also paragraph IV B below).

G. Classification of Material From Other Government Agencies.

Matter obtained from the State, War and Navy Departments, other Government agencies, or foreign governments will be maintained in the same or equivalent classification category as that in which it was placed by the originating agency.

III. CATEGORIES OF CLASSIFIED MATERIAL.

A. Top Secret. Only that material or information, <sup>the security aspect of which is permanent</sup> the unauthorized disclosure of which might cause exceptionally grave damage to the Nation will be classified TOP SECRET. As a general rule, TOP SECRET matters in time of peace will be limited to those which in and of themselves, if disclosed without authorization, would reasonably be expected to lead directly to a definite break in diplomatic relations or to a war or have other comparatively grave consequences.

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1. Very little material or information belongs in the TOP SECRET category.

2. The following are some examples of material or information which normally will be graded TOP SECRET.

a. Information or material regarding or details of discussions or negotiations with foreign governments on questions of great delicacy, the premature disclosure of which would reasonably be expected to lead directly to a definite break in diplomatic relations or to a war.

b. Informational or intelligence material containing indications of sources of intelligence where it is of paramount importance to the United States to protect the source in order to insure a continuance of the receipt of intelligence from the sources and where the unauthorized disclosure of the sources would cause exceptionally grave damage to the United States through the loss of intelligence from such sources or would place individuals constituting the sources in extreme jeopardy of life or limb. Very few intelligence sources come within this category.

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e. Information or material concerning the existence or details of new devices or methods of warfare of extreme importance to national security. Such information normally will be classified TOP SECRET by the military or naval forces.

B. Secret. Information or material, the unauthorized disclosure of which might endanger national security, seriously jeopardize the international relations of the United States, or endanger the effectiveness of a program or policy of great importance to this Government, will be classified SECRET.

1. The following are some examples of official material or information which normally will be graded SECRET:

a. Information or material regarding or details of discussions or conferences with high officials of foreign governments on important questions, the premature disclosure of which would seriously affect the foreign relations of the United States.

b. Important information or material obtained from or for transmission to high levels of the Government, the premature

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disclosure of which might endanger the success or effectiveness of a program or policy of great importance to the United States Government.

c. Reports of acts dangerously unfriendly to the United States or important trends in foreign affairs greatly endangering national security.

d. Certain highly important intelligence reports, including special reports on subversive activities.

e. Vital information on important defenses. Such information normally will be classified SECRET by the military or naval forces.

f. High-grade cryptographic devices and related material.

G. Confidential. Information or material, the unauthorized disclosure of which would not endanger national security, but which might prejudice the national interest or the work of any Government agency by interfering with the development or carrying out of important policy, or by hampering negotiations in progress; or might cause serious administrative difficulties; or might result in unwarranted embarrassment



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of individuals, will be classified CONFIDENTIAL.

1. The major portion of information should be classified no higher than CONFIDENTIAL.
2. The following are some examples of official material or information which normally will be classified CONFIDENTIAL:
  - a. Important intelligence reports.
  - b. Reports concerning sabotage or subversive elements, or names of individuals involved.
  - c. Investigations, documents, and communications of a personal and disciplinary nature, the knowledge of which must be safeguarded for administrative reasons.
  - d. Consultative inter-Departmental communications on questions of policy where disclosure might precipitate undesirable public controversy.
  - e. Important information or material obtained from or for transmission to high levels, the unauthorized disclosure of which would greatly embarrass the Department or the source.
  - f. Certain cryptographic devices and related material.

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D. Restricted. Information or material which does not fall within higher categories but which should not be communicated outside the Government without adequate clearance will be classified RESTRICTED.

1. The following are some examples of official material or information which normally will be graded RESTRICTED:

a. Certain economic, industrial, or political information which should not be released or communicated to the press or otherwise published and made available to the public.

b. Interpretations representing official Department views and based on official or public reactions to general international or economic questions.

c. Administrative or instructional communications and documents requiring the protection of a security classification, which are intended strictly for official use within the Department of the Foreign Service.

d. Reports on certain internal affairs of the United States and of foreign countries which should not become public knowledge.

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IV. AUTHORITY TO CLASSIFY, APPROVE CLASSIFICATIONS AND DECLASSIFY  
OFFICIAL MATERIAL.

A. Classifying or Grading. The originator of a document will be responsible for imposing a security classification on it, as required, appropriate to its contents. The security classification imposed will be subject to the following procedures for review and approval:

1. TOP SECRET and SECRET.

a. The imposition of the Classification TOP SECRET and SECRET on material will require, in each instance, the personal approval of the head of each Bureau or Office in the Office of the Secretary, their respective deputies, or officers specifically designated in writing by them to act in their absence or for emergency cases.

b. The Official record file copy of TOP SECRET and SECRET material, in addition to being stamped or marked, will be marked with the date of classifying and the words classification approved adjacent to the classification mark, and will be initialed by an authorized approving officer, as indicated above, in a space

TOP SECRET  
SECRET

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provided following the words classification approved.

2. Confidential and Restricted. Personnel designated by Bureau and Office heads may, upon concurrence of the Department Security Officer, cause <sup>official</sup> such material to be classified CONFIDENTIAL or RESTRICTED as warranted by the contents.

3. The Security Officer of the Department will review, from time to time, the use of all security classifications throughout the Department in order to insure uniform and proper usage.

B. Downgrading and Cancelling Classifications.

1. It is an obligation to keep classified matter of current interest or continuing value constantly under review and to downgrade it as soon as conditions permit.

2. When it is desired to downgrade documents of the same type which accumulate in bulk, authority to downgrade or declassify in bulk will be obtained from the originating Security Officer.

3. Material which has been classified solely to accord with conditions imposed by a foreign nation may be downgraded or declassified with the consent of the nation concerned or by approval

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of the Departmental Security Officer and the Secretary of Labor.

4. Material From Other Departments or Agencies. Material originated in other Departments or Agencies cannot be reduced in classification except with consent of that Department or Agency. If it is desired to retain such material and to reduce it in classification, a list of the material should be made and <sup>sent</sup> send it to that Department or Agency requesting that the material be reduced in classification. Material which originated in agencies which are no longer in existence should be referred to the Department Security Officer, who will take appropriate action.

5. The officer imposing the original classification, or higher authority, may cancel or change the classification of a document by writing or stamping over or adjacent to the classification mark at the top of the first page, "Classification changed to \_\_\_\_\_" by authority of (name of officer making the change, office symbol, and the date thereof). An exception to the above is made in the case of telegrams containing the notation "paraphrase before communicating\*\*\*\*".

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6. (a) The officer on cancelling or changing the classification of material will notify the custodian of the official Department record copy. When considered necessary and feasible, the officer effecting the cancellation or change in classification will notify all offices or personnel concerned, by memorandum, of the cancellation or change in classification of the material. Such memoranda of notification may be informal in nature.

(b) In the case of telegrams marked "Paraphrase Before Communicating", no change in classification will be made unless the text has been carefully paraphrased and the serial number of the original telegram and any to which reference has been made have been deleted, except that messages classified TOP SECRET may be downgraded to SECRET when their content warrants.

V. PREPARATION, REPRODUCTION AND MARKING CLASSIFIED MATERIAL.

A. Preparation and Reproduction of Classified Material. Classified material will be prepared with a minimum number of copies as the risk that classified material may fall into unauthorized hands increases

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in proportion to the number of copies in existence.

1. PRINTING OR REPRODUCTION. The personnel directing the preparation, printing, or reproduction of classified material will cause strict supervision to be exercised over the disposition of the notes, manuscripts, type, plates, stencils, negatives, and wastage incident thereto, in a manner which will properly safeguard the information being reproduced.

2. NOTATION OF REPRODUCTION. The copy of TOP SECRET, SECRET, or CONFIDENTIAL material, from which reproduction is made will contain or have attached thereto a notation relative to the authority for reproducing the material and the number of copies made.

3. DISTRIBUTION OF REPRODUCED MATERIAL. No distribution of material (classified higher than RESTRICTED) reproduced will be made except upon specific instruction of the originating unit.

4. MATERIAL FROM OTHER DEPARTMENTS.

a. SECRET or CONFIDENTIAL material originating in another Department or Agency of the Federal Government will not be copied

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or otherwise reproduced in the Department without approval of the originator or other individual in the Department or Agency having authority to approve such reproduction.

b. Distribution outside the reproducing unit of reproduced material originating in another Department or Agency must be specifically authorized in each instance by a responsible officer of the originating agency.

5. REPRODUCTION OF TOP SECRET MATERIAL.

a. TOP SECRET material originating in the Department will not be copied or otherwise reproduced in any organizational unit, other than the originating office, without authorization in writing of the Bureau Security Officer.

b. TOP SECRET material originating in another Department or Agency of the Federal Government will not be copied or otherwise reproduced without specific approval in each instance of the originator or other responsible individual in the Department or Agency concerned having authority to approve reproduction.



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B. Marking of Classified Material. When a security officer specifies that official material is to have a security classification, the stenographer will indicate on the material the classification and any additional markings required in accordance with the following rules:

1. FORMAL LETTER COMMUNICATIONS. Conspicuously stamp or type the classification in the upper left corner and center bottom of the first sheet and at the center top and bottom of each succeeding sheet. When the form permits and the number of copies is small, the classification will be indicated by means of a rubber stamp and colored ink; otherwise, it will be typed in underlined capital letters.

a. Office memoranda and other informal communications will have the classification stamped or typed in the center top and bottom center of each page.

2. TELEGRAMS. The classification assigned a telegram will be conspicuously marked or stamped at the top and bottom of each sheet of the telegram form. Paraphrased copies of classified telegrams also will be stamped or marked with the appropriate classification

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at the top and bottom of each page.

3. BOOKS AND PAMPHLETS. The classification of books and pamphlets, the pages of which are permanently and securely fastened together, will be shown on the cover, title page, first page, and back cover.

4. MIMEOGRAPHED OR HECTOGRAPHED, MULTILITH AND OZALID REPORTS, ETC. Reports, etc. reproduced in mimeograph or hectograph, multilith and ozalid form and bound with staples will be stamped or marked with the classification on the center top and bottom of each page.

5. CLASSIFIED DRAWINGS OR TRACINGS. Classified drawings or tracings will carry a legend of the proper classification in such a position that it will be reproduced on all copies made therefrom. Whenever practicable, classified photographic negatives will be marked in the same manner. Classified motion picture films will be kept in containers which bear the classification mark to which the contents are entitled, and in addition will state in the title the classification thereof. Classified sound recordings will contain an opening and closing statement indicating the classification

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of the recording and will be marked with the appropriate classification in the best manner practicable. If marking of the recording is not practicable, its container will be marked.

6. CLASSIFIED MAPS AND PHOTOMAPS. Classified maps and photomaps will be appropriately marked under the scale and on the top and bottom of each sheet.

C. Additional Marking of Classified Documents.

1. DOCUMENTS ISSUED TO AUTHORIZED PRIVATE INDIVIDUALS.

Documents containing classified information authorized to be furnished to persons not employed by the Federal Government will, in addition to being marked with the security classification, bear the following notations:

This document contains information effecting the national defense of the United States within the meaning of the Espionage Act, or information of vital interest to the Federal Government and is transmitted for official use only.

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2. U. S. OFFICIALS ONLY. Documents so marked will be shown to or viewed by officials of the United States Government only.

~~Note: Classified telegrams will not be shown to or viewed by other than U. S. officials except under the conditions specified in paragraph XIII D 2. [XIII relates to cryptographic security and is not included in this manual]~~

3. SPECIAL MARKING OF TOP SECRET AND SECRET DOCUMENTS. All TOP SECRET and SECRET documents will show on the record copy the authority for the classification, the initials of the officer approving the classification and the date affixed. (See paragraphs IV, A1) and 2.) ~~[IV. A2 referred to here was deleted]~~

4. MARKING FOR LOOSE FILE. The top document or covering paper of a group or file of associated papers will contain an indication of the classification of the highest graded material contained therein. In assembling a file, if any of the under papers have a classification higher than that of the topmost document, a sheet of paper or transmittal slip conspicuously stamped or marked with the classification of the highest classified material

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contained therein will be used to cover the whole file.

5. SPECIAL MARKINGS FOR TELEGRAMS.

a. The words VERBATIM TEXT will be placed at the top of the first page of each outgoing telegram containing a verbatim quotation from a note, an agreement, or other document, which has been or is intended to be shown or communicated to officials of foreign governments, the press or similar entities outside the U.S. Government. The notation, VERBATIM TEXT will also be used whenever the drafting officer knows that the information in the telegram has been discussed with or is liable to be released in the near future to persons outside the U. S. Government.

b. For convenience or economy it may be desirable to transmit in airgram form the text or a portion of the text of a telegram which has been sent or received in encrypted form. When such airgrams are identified with the telegram quoted, they will bear the following notation at the top of the first page:

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This airgram contains information taken from an encrypted telegram and must be handled as prescribed for the true reading of such telegrams.

c. All true readings or paraphrased versions of classified telegrams communicated to persons outside the Department will bear the following notation:

Reproduction of this message in any form is not authorized.

VI. RESPONSIBILITY FOR SAFEGUARDING CLASSIFIED MATERIAL.

A. The responsibility for the maintenance of the security of classified information rests upon each person having knowledge thereof, no matter how obtained.

B. Public or private discussion of classified information with or in the presence or hearing of any person not authorized to have knowledge thereof is strictly forbidden. This rule is aimed especially at persons inclined to engage in discussions of office affairs with their families or friends outside of the office; it also applies to careless talk in the

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office in the presence of visitors or workmen, talk in public places, and talk over the telephone involving information classified higher than Restricted.

C. Approval for Public Dissemination. The inclusion of classified information or material under jurisdiction of the Department in any public lecture or course of instruction given or article or book published by an employee of the Department is strictly prohibited unless specifically authorized by the Bureau or Office Security Officer.

1. The above regulation does not preclude the appearance of employees of the Department before audiences in government operated schools or in official training or indoctrination programs after appropriate clearance has been given of the classified information or material involved.

D. Unauthorized Publication or Dissemination. The unauthorized publication or other unauthorized dissemination of classified material of the Department is prohibited by law. Section 135, title 22 of the United States Code provides as follows:

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Whoever, by virtue of his employment by the United States, shall obtain from another or shall have custody of or access to, or shall have had custody of or access to, any official diplomatic code or any matter prepared in any such code, and shall wilfully, without authorization or competent authority, publish or furnish to another any such code or matter, or any matter which was obtained while in the process of transmission between any foreign government and its diplomatic mission in the United States, shall be fined not more than \$10,000 or imprisoned not more than ten years, or both.

E. Although material or information having a security classification may not be communicated to the press, the classification of such material or information may be cancelled in accordance with paragraph IV B, and the information then released to the press through authorized press relations channels.

F. Testimony Before Congress

1. When an employee of the Department appears before a committee of the Congress and is called upon to give testimony which he knows to be CONFIDENTIAL or RESTRICTED, he will respectfully request that his statements be taken in executive session only and not appear in the record of hearings, the Congressional Record, or other documents open to public inspection.



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2. When called upon to give testimony which he knows to be TOP SECRET or SECRET, unless he has previously been authorized by the Bureau or Office Head to give such testimony, he will respectfully state that he is not authorized to disclose the information desired, and will inform the appropriate Member of Congress that a written request for the specific information should be transmitted to the Bureau or Office Head. Testimony of a TOP SECRET or SECRET nature, when so authorized, will be given only in executive session under the conditions cited in paragraph 1 above.

G. Instruction of Newly Assigned Personnel. Upon assignment of new officers or clerical personnel who have any part in the preparation, handling, or transmission of classified material, it is the responsibility of the Bureaus and Offices to ensure that such newly assigned personnel receive adequate instruction in the security regulations and procedures of the Department.

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H. Separation of Personnel From Department. Personnel leaving the Department are not authorized, upon separation therefrom, to communicate to anyone information of a classified nature obtained while in the employ of the Department. Prior to obtaining clearance for final salary payment, each employee being separated from the Department will turn in all classified material, identification passes, and keys issued to him while in the employ of the Department. A statement will be obtained from each employee prior to his separation from the Department that none of such material or equipment remains in his possession. Bureau and Office authorities will be responsible for instructing personnel leaving the Department in respect to the above.

VII Dissemination and Distribution of Classified Material.

A. Knowledge or Possession of Classified Matter. No person is entitled solely by virtue of his grade or position to knowledge or possession of classified material. Such material will be entrusted only to those individuals whose official duties require such knowledge or possession.

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B. Distribution of Classified Information Within the Department

Distribution of classified material to persons within the Department will be made on the basis of their functional requirements for such information. Requirements for such information will be determined by the responsible organization official, or by higher authority on the basis of the relationship of persons concerned to a specific undertaking or to general background requirements. The intelligent enforcement of the above-mentioned rule is dependent upon the understanding and collaboration of all responsible officers. In order to facilitate the attainment of the desired objectives, the following procedures are established:

1. Within the Bureau or Office the mail distribution unit will be responsible, after having been notified of the functional requirements of the various offices, for assuring that incoming telegrams, airgrams, despatches, reports, and other materials are properly distributed to organizational units on the basis of organizational functions.

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2. Any disagreement as to the right of an office or person of the Department to receive certain classified information will be referred, in the first instance, to the Bureau or Office head concerned, for direct consideration. If a satisfactory arrangement is not achieved through such consultations, the disagreement will be referred through proper channels to the Departmental Security Officer.

C. Special Rules for Dissemination of Top Secret Material.

1. TOP SECRET material and information will receive the absolute minimum dissemination within the Department. It is exclusively for the official use of officers who deal directly with the subject matter and of other persons who have been specifically designated by those officers to work with such material and information. TOP SECRET material and information will be disseminated outside the Department to officers of Federal Departments and Agencies who are known to be qualified to receive it.
2. Each individual of the Department whose duties require that he work on or have access to TOP SECRET material will first be

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certified by the Departmental Security Officer for access to such material. A list of personnel in the Department for which certification to handle TOP SECRET material is desired will be furnished to the Security Officer of the Department.

3. A record will be made on each TOP SECRET document of all persons who have had access to it or have read it.

D. Dissemination of Classified Material Outside the Department.

1. Copies or paraphrases of classified material which have originated in the Department will not be sent to other Federal departments or agencies, or to designated individuals therein, except by an officially signed or initialed transmitting communication.

2. Classified material originating in another Department or Agency and furnished to the Department will not be communicated to a third Department or Agency without the consent of the originating Agency.

3. All requests from private individuals, firms, corporations, or state or municipal agencies for classified information or material

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of the Department must be addressed in written form before they will be acted upon. Such requests will be forwarded to the originating Security Officer for a review of the security considerations involved when TOP SECRET, SECRET, or CONFIDENTIAL material or information is involved, or when there is any doubt as to the qualification of the person or agency to receive RESTRICTED material or information requested or when the need therefor is not clearly justified. Releases of material or information classified higher than RESTRICTED will be made only for the most compelling reasons.

A. Material or information classified RESTRICTED may be made available to private individuals, firms, corporations, or state or municipal agencies provided all of the following conditions apply:

(1) A request in writing has been submitted by the requesting agency for each document or item of information desired. Such requests must state the reason the material is desired and the intended use

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thereof.

(2) Release of the material or information is clearly advantageous to the Department and is in the national interest.

(3) Department or U.S. Government policy on releases to the public will not be violated by release of the requested material or information.

4. When classified material is disseminated under the provisions of these regulations to persons not employed by the Federal Government, they will be informed in the first instance of the proper safeguards required for the handling and storage of the category of material furnished, so that adequate protection may be provided therefor. Official material containing classified information furnished persons not employed by the Federal Government will, in addition to being marked with one of the security classifications, bear the following notations:

This document contains information affecting the national defense of the United States within the

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meaning of the Espionage Act, or information of vital interest to the Federal Government and is transmitted for official use only.

VIII. HANDLING AND TRANSMISSION OF CLASSIFIED MATERIAL.

A. Use of the Telephone.

1. Information classified higher than RESTRICTED will not be transmitted by telephone within the Department or to outside agencies.
2. It is permissible to make reference by telephone to material classified higher than RESTRICTED if such references do not, in the course of conversation, reveal the substance of those portions of material under discussion which are classified higher than RESTRICTED. Reference to file numbers, dates, and subject (provided the subject itself is not classified higher than RESTRICTED) may be made over the telephone, but great care must be exercised not to reveal substantive matter classified higher than RESTRICTED.



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**B. Transmission of Classified Material.****1. TOP SECRET.**

a. TOP SECRET material will be handled and transmitted in accordance with the rules given in paragraph b. below.

The following precautions will be strictly observed:

(1) The transmission of TOP SECRET information will be effected by direct contact wherever practicable.

(2) It is mandatory that transmission and custody of TOP SECRET material be covered by a receipt system.

(3) Under no circumstances will TOP SECRET material be transmitted by registered mail.

(4) Under no circumstances will TOP SECRET telegrams be transmitted by electrical means. *in the clear*

**b. Transmission Within the Department**

(1) TOP SECRET material will be transmitted between organizational units of the Department by hand of officer or other trustworthy personnel who has worked with the material.

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(2) Material forwarded by hand of officer or other trustworthy personnel who has worked with the material will be enclosed in at least one envelop or otherwise effectively covered from view.

(3) Material forwarded will be enclosed in double sealed envelopes. The inner envelope will be clearly and plainly stamped or marked TOP SECRET and addressed to the specific officer for whom it is destined by name, office symbol, room number, and building. The outer envelope will be similarly addressed, but no security classification will be marked on the outer envelope.

*Recd.  
No means  
except  
hand  
delivery  
authorized.*

(4) A receipt will be executed covering the transfer of TOP SECRET material.

(5) Transmission of TOP SECRET material within the Department by any means other than those described in paragraph b(1) above is not authorized unless specifically approved by the Departmental Security Officer.

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(6) Typewritten material in documents will be protected from direct contact with the inner cover by a cover sheet or, if the documents are folded, by folding inward.

cc) Transmission Outside the Department.

(1) TOP SECRET material to be transmitted to another Government Department or Agency will be enclosed in two <sup>of equal</sup> sealed envelopes and transmitted by hand of officer or other trustworthy personnel who has worked with the TOP SECRET material involved.

(2) The inner envelope will be addressed to an individual by name, title, and full address and will be marked or stamped TOP SECRET. If transmitted by a messenger or courier system of another Department or Agency, a receipt will be attached to the inner envelope to be signed by the addressee and returned to the originator. Otherwise, the receipt form will be attached to the outer envelope.

Should only occur when  
 authorized by  
 Dept. Sec.  
 Officer in Charge  
 in the State  
 Pouch, W.D.  
 T.S. envelope,  
 etc.  
 State - an office  
 local Pr. 27 Pouch  
 in review process

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(3) The outer envelope will be addressed to the individual showing his name, title, and full address.

The outer envelope will not bear a security classification marking.

(4) The receipt attached to an envelope, whether inner or outer, will be signed by the individual to whom the envelope is addressed, or other person known to be specifically designated to receive such material for the Department or Agency.

d. Receipt of TOP SECRET Material

(1) Bureau and Office heads will appoint certain officers in their offices to be known as TOP SECRET Control Officers, with such assistants as necessary, who will receive and maintain a register of all TOP SECRET material coming to their respective organizations, and who will be responsible for exercising control over such material while it is in their office.

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(2) TOP SECRET Control Officers will open and deliver TOP SECRET correspondence to such individuals as must see and work on the correspondence. Persons who work on TOP SECRET material will be kept to a minimum and will be individually warned against disclosing such matters to personnel whose duties do not require it. In addition, they will be certified by the Security Officer of the Department.

2. SECRET

a. Transmission Within the Department.

(1) Between buildings and between offices located in the same building, SECRET material will be transmitted by hand of officer or other responsible personnel, or through the regular Messenger System. Transfer of SECRET material in such cases will be covered by receipt.

(2) SECRET material forwarded through the Department's regular Messenger System or carried by hand of officer or other responsible personnel will be enclosed in a single

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sealed envelop. The security classification will not be marked on the envelope in such cases.

(3) Telegrams, airgrams, despatches, and other similar SECRET material which are regularly distributed from a central distribution point, where a record of distribution is kept, will be covered by a receipt, one receipt covering the entire contents of a single envelope. Office Message Centers and other subdistribution points, will obtain receipts for SECRET material distributed.

(4) Transfers within the Department of SECRET material received from other Departments or Agencies of the Government will be covered by receipt in each instance of a transfer.

(5) Typewritten material in documents will be protected from direct contact with the inner cover by a cover sheet or, if the documents are folded, by folding inward.

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(6) The envelope enclosing SECRET material will be opaque and will be addressed by name, office symbol, room number and building. No classification stamp or mark will be used on the envelope to indicate its SECRET contents.

(7) Within the Department, receipts attached to envelopes containing SECRET material will be signed by the addressee and returned through the regular Messenger System to the senders.

*rec. can be  
att. to sec.  
or encl.*

b. Transmission Outside of the Department.

(1) SECRET material, other than cryptographic material (see paragraph XIII F 3) to be transmitted outside the Department will be enclosed in two sealed envelopes and transmitted by hand of officer or other responsible personnel, by the messenger system of the Department or Agency to which the material is addressed, or by United States Registered Mail with return receipt requested.

*opaque*

*regular or  
special*

*via U.S. etc.*

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(2) Both envelopes will be properly and completely addressed, and the inner one marked SECRET. The outer envelope will not be stamped or marked with security classification.

(3) A receipt will be attached to the inner envelope for signature of the addressee and return to the sender.

3. CONFIDENTIAL, CONFIDENTIAL material will be prepared and transmitted in accordance with the following rules:

a. Transmission within the Department.

(1) CONFIDENTIAL material will be prepared and transmitted within the Department by hand of officer, or through the regular messenger system.

(2) The regular messenger service of the Department is authorized for transmission of CONFIDENTIAL material.

*w/ single cover?*

(3) Transmission of CONFIDENTIAL material need not be covered by a receipt unless deemed necessary by the sender in cases of unusual importance.



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(4) CONFIDENTIAL material will be prepared for transmission in double sealed envelopes except when *opaque* transmitted via hand of officer, responsible clerical personnel, or the regular messenger system of the Department, in which case a single envelope will be used. When double envelopes are used, both will be addressed with the name, room number, and building of the addressee and the inner envelope will be stamped or marked CONFIDENTIAL. The outer envelope will not be marked with the security classification. When transmitted via the Department's regular messenger system the single envelope will be opaque and will contain the name, room number, and building of the addressee. No security classification will be indicated thereon.

b. Transmission outside of the Department.

(1) CONFIDENTIAL material to be transmitted outside of the Department will be enclosed in double sealed *opaque*

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envelopes and transmitted by hand of officer or other responsible personnel, by the regular messenger system of the Department or Agency to which the material is addressed, or by United States Registered Mail with return receipt requested.

(2) Both the inner and outer envelopes will be completely addressed. The inner envelope will be stamped or marked CONFIDENTIAL. The outer envelope will not be marked with the security classification.

(3) Transmission of CONFIDENTIAL material need not be covered by a receipt unless the sender considers the material involved of unusual importance.

4. RESTRICTED. RESTRICTED material will be prepared for transmission in a single opaque envelope bearing no security classification.

a. Within the Department. RESTRICTED material will be transmitted within the Department through the regular messenger system of the Department or by hand of responsible

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person.

b. Outside the Department. RESTRICTED material may be transmitted outside of the Department by the regular mail and messenger service of the Department, by the messenger service of other Departments or Agencies, or by ordinary mail, provided it does not pass through the mail service of any foreign government.

IX. CUSTODY AND STORAGE OF CLASSIFIED MATERIAL.

A. Custody.

1. Each custodian of classified material will exercise vigilance and initiative in applying the basic rules governing the use, handling, and storage of classified material.

2. When an officer delegates authority to personnel under him to handle and have custody of TOP SECRET, SECRET, CONFIDENTIAL, OR RESTRICTED material, he will not consider himself relieved of the responsibility of insuring that the material so entrusted is properly safeguarded.

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B. Storage. The term storage as here used, refers to the physical or mechanical means or other security measures taken to protect classified material outside of working hours, or to the manner in which it is protected during working hours when not under the personal supervision of the individual to whom it was issued.

1. Within the Department, TOP SECRET material will be stored in vaults, safes, or steel safe-file cabinets equipped with three-combination lock or will be under protection of a means specifically approved by the Security Officer of the Department.

2. Within the Department, SECRET material will be stored in a manner authorized for TOP SECRET material.

3. Within the Department, CONFIDENTIAL material will be stored in a manner authorized for the storage of TOP SECRET or SECRET material, in metal file cabinets equipped with either plunger type or wonder locks, or in a manner specifically authorized by the Departmental Security Officer.

4. Within the Department RESTRICTED material will be stored in the best practicable manner insuring a reasonable degree of

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security is defined to mean protection from easy access or view by persons outside of the government. Authorized containers for RESTRICTED material include file cabinets, desks, bookcases, supply cabinets, or other containers located in a building, protected by building guards. In building not protected by building guards, RESTRICTED material will be stored out of sight in a locked room or in a locked container.

5. Where steel file cabinets equipped with plunger type locks are used, care will be exercised to insure that all drawers are properly caught when closed and that drawers cannot be opened by applying pressure upon them in any direction when the cabinets are locked. Where wonder locks are used, care will be exercised to insure that drawers are closed in such a manner as to be level with the front of the file cabinets and that wonder locks are pushed forward on their supporting bars as far as possible.

6. Keys to plunger type, wonder, and other types of key locks (except door locks) will be stored behind a three-combination lock.

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They will not be carried on the persons of individuals. Any duplication of keys required will be made only by the Security Officer of the Department. Keys to doors may be left in custody of building guards after working hours.

7. The name, address, and telephone number of each person knowing the combination of a safe or safe file will be entered on a list pasted on the outside front of the safe or safe file cabinet. A similar list of personnel responsible for locking file cabinets equipped with plunger-type or wonder locks or padlocks will be posted on the outside front of the file cabinets.

8. The combination of each safe will be changed at least once a year, and at such other times as necessary (as when any person knowing the combination severs his connection with the office in which the safe is located). Combinations of all safes and safe-files in their respective areas will be handled as SECRET information and will be kept on file by the Security Officer of the Department. A duplicate copy of the combinations of all Departmental safes will also be filed in the office of

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the Security Officer of the Department.

C. Removal of Official Material from the Department.

1. TOP SECRET, SECRET, and CONFIDENTIAL. No officer or employee of the Department will take such material from the Department except for the conduct of official business. Under no circumstances will such material be removed from the Department outside of working hours except where official conferences or consultations are involved. Specific approval in writing by the Bureau or Office head is required for such use of material and copy of the authorization for removal will be filed by the TOP SECRET Control Officer of the office concerned. The date of return of the material to the office concerned will be entered upon the written authorization for removal which is held by the TOP SECRET Control Officer.

2. RESTRICTED. Material classified RESTRICTED (except copies of classified telegrams bearing the notation "paraphrase before communicating\*\*\*\*", which will be handled as prescribed for SECRET) may be removed from the Department outside of regular office hours provided means are available to insure a reasonable degree of

*Sec. Off for  
Lower  
than TS.*

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security for the material.

3. Classified material removed from the Department must not be read or revealed in a public place.

4. Any material removed from the Department will be returned as soon as practicable to its proper place within the Department.

D. Action on Resignations

1. When an employee resigned, or otherwise severs his connection with the Department, all classified material in his custody, his identification pass, and all Departmental keys in his custody will be turned in to the Department. Classified material which must be turned in includes personal files and any other types of material which contain classified information. Prior to giving final clearance for an employee to receive his termination pay, his immediate supervisor will be responsible for insuring that all classified material, identification passes and keys, in custody of the employee concerned have been turned in.

X. OFFICE SECURITY.

A. Designation of Officers to Enforce Security Measures. Heads of



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Bureaus and Offices will designate a person in their respective organizational units (normally the Executive or Administrative Officer) to be responsible for enforcing security measures within their respective offices.

B. Handling Classified Material During Working Hours.

1. TOP SECRET, SECRET, CONFIDENTIAL, or RESTRICTED material will not be left on desks or otherwise exposed in an unoccupied office. When it is necessary to leave an unoccupied office, classified material will be stored as indicated in paragraph IX B.
2. INSPECTION BY UNAUTHORIZED PERSONS. Employees using classified material will take every precaution to prevent deliberate or casual inspection of it by unauthorized persons. One effective precautionary measure is to keep the papers face down or covered when not in use directly; another is to have a conference table located near the entrance to the office where the officer can interview visitors. These and other such practices will provide safeguards against the possibility of unauthorized persons seeing classified material. Only those

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persons who must handle the material for processing or appropriate action will be permitted to see it.

3. CARBON COPIES, STENOGRAPHIC NOTES, ETC. All the rules prescribed herein for safeguarding other classified material will apply also to such items as copies of classified official documents and any informal materials, such as memoranda, rough drafts and shorthand notes, carbons and carbon copies, which contain classified information.

4. Within the Department, a report will be made to the Departmental Security Officer, through the appropriate Division, Office, or higher level Security Officers, of improper security preparation, safeguarding, or transmission of classified documents.

5. A registry system will be established in organization units of the Department to control effectively TOP SECRET, SECRET, and CONFIDENTIAL material processed by those organizational units.

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6. Classified material will not be delivered to desks in unoccupied rooms. At the close of working hours, all document baskets will be carefully checked to insure that deliveries of classified material have not been made to desks of absent personnel.

7. A security plan will be devised by the Security Officers of organizational units to insure that proper security measures are observed during office moves. Such security plan will include provisions for assuring that containers of classified material are securely locked, clearly and distinctly addressed, and a means provided for accounting for their dispatch and receipt by responsible persons. While in transit, they will be accompanied by responsible persons.

8. Carbon paper, which has been used in typing hectograph sheets, mimeograph stencils, and tissue sheet copies of classified material, will be handled and stored in a manner commensurate with the security classification of the original of the material involved.

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C. Safeguarding Classified Material After Working Hours. All classified material will be removed from desks and trays and placed in storage for the night in accordance with the storage rules prescribed in paragraph IX B. The Security Officers will cause to be instituted a system of security checks at the close of each working day to insure that the persons responsible for classified material are properly carrying out their duties and to check on the locking of safes and file cabinets.

XI. DISPOSAL AND DESTRUCTION OF CLASSIFIED MATERIAL.

A. Destruction of Classified Material. The general rule for the destruction of all classified material is that it will be carefully and completely burned in the presence of responsible persons. Disposable classified material comprises information copies of telegrams and airgrams, memoranda, extra copies, rough drafts, shorthand notes, carbon papers, and any other non-record material which contains classified information.

CAUTION: Classified record copies of official material will not be burned or otherwise destroyed. Classified material will not be

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deposited in ordinary wastebaskets.

B. Destruction Procedure in the Department.

1. All classified waste material to be disposed of will be torn into small pieces and placed in paper containers designated as burn-bags. Outside of regular working hours partially filled burn-bags will be stored in a manner affording protection commensurate with the classification of material to be burned. Burn-bags will be sealed by stapling when filled and clearly and distinctly marked Burn.

2. Responsible persons within each Bureau or Office will be designated to deliver filled burn-bags to designated custodians at one of the collection points.

3. a. Responsible employees of the Division of Procurement have been designated to collect the filled burn-bags at the locations designated. Until completely burned in the presence of a responsible person all such material will be protected by security safeguards commensurate with the classification of material involved.

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b. Except for classified material originated by the ]  
destroying officer, a record of material destroyed will  
be maintained in the office in which TOP SECRET, SECRET,  
and CONFIDENTIAL material is torn up and placed in burn-  
bags. The originating Security Officer will be responsible  
for establishing such a record of destruction suitable to  
his operation and one which will enable responsibility to  
be fixed in cases of wrongful destruction. The Security  
Officer of the Department will, upon request, assist in  
devising a procedure for recording destruction of TOP  
SECRET, SECRET, and CONFIDENTIAL material in organizational  
units of the Department. From time to time the Security  
Officer will inspect records of classified material  
destroyed in organizational units.

## XII. DEPARTMENTAL BUILDING SECURITY.

A. Since pass control systems are not in general operation to  
restrict entrance into the Department Buildings during working hours,  
extreme care must be exercised by all officers and employees handling

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